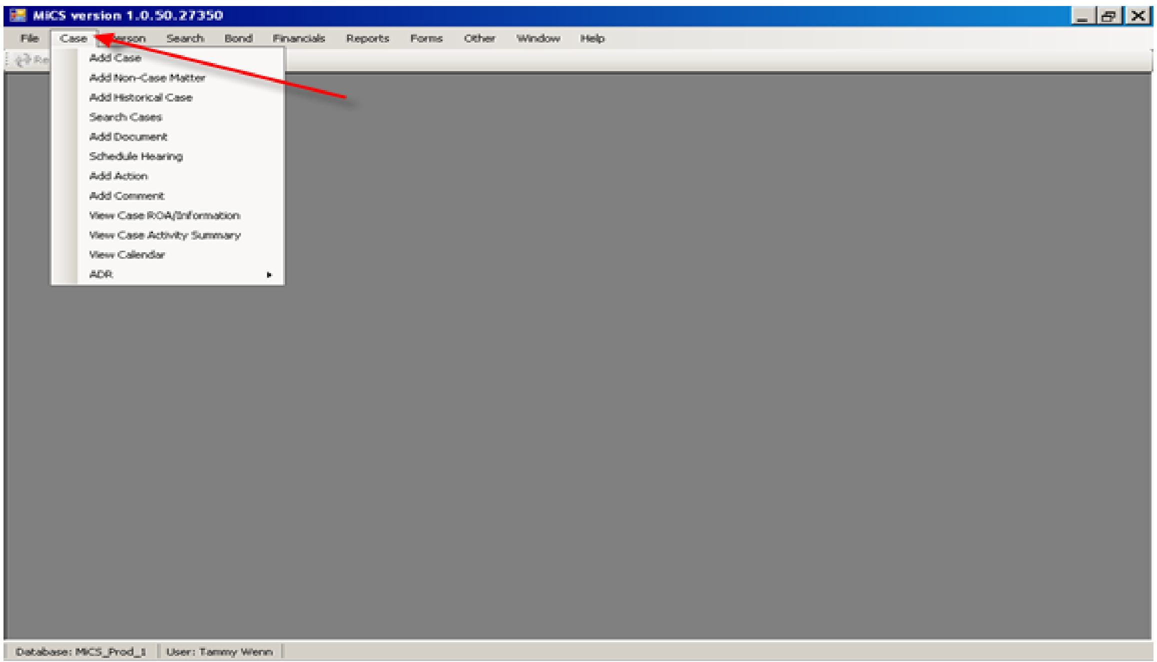
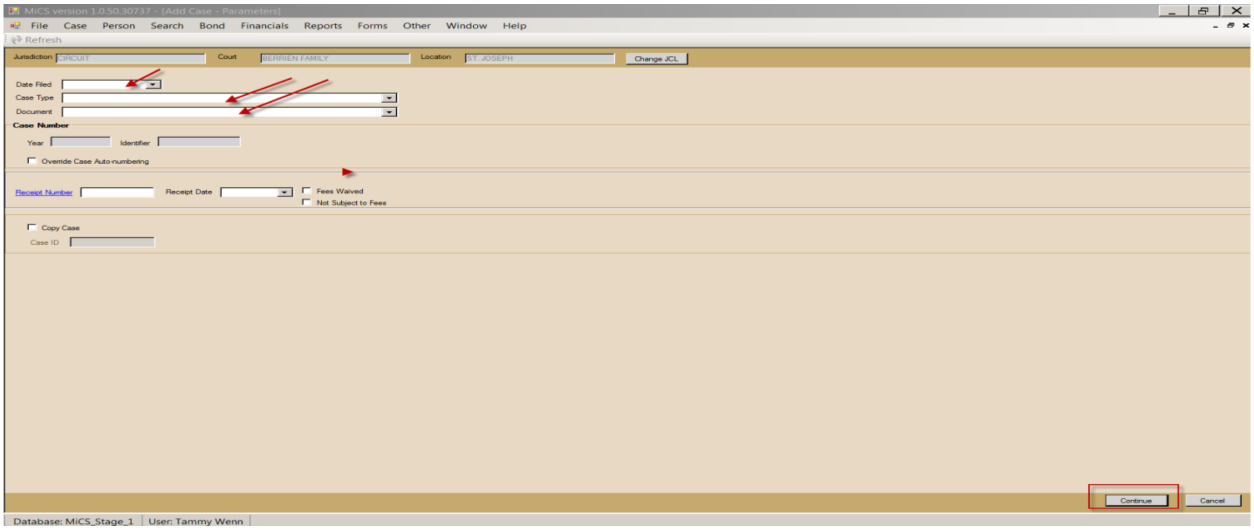
Michigan Court System
Add Case and Participants

- New Cases, Non-Case Matters and Historical Cases are all added through the Top Menu.

- Upon selection of “Add Case” from the Top Menu, the ‘Add Case Parameters’ screen will automatically display on your screen.

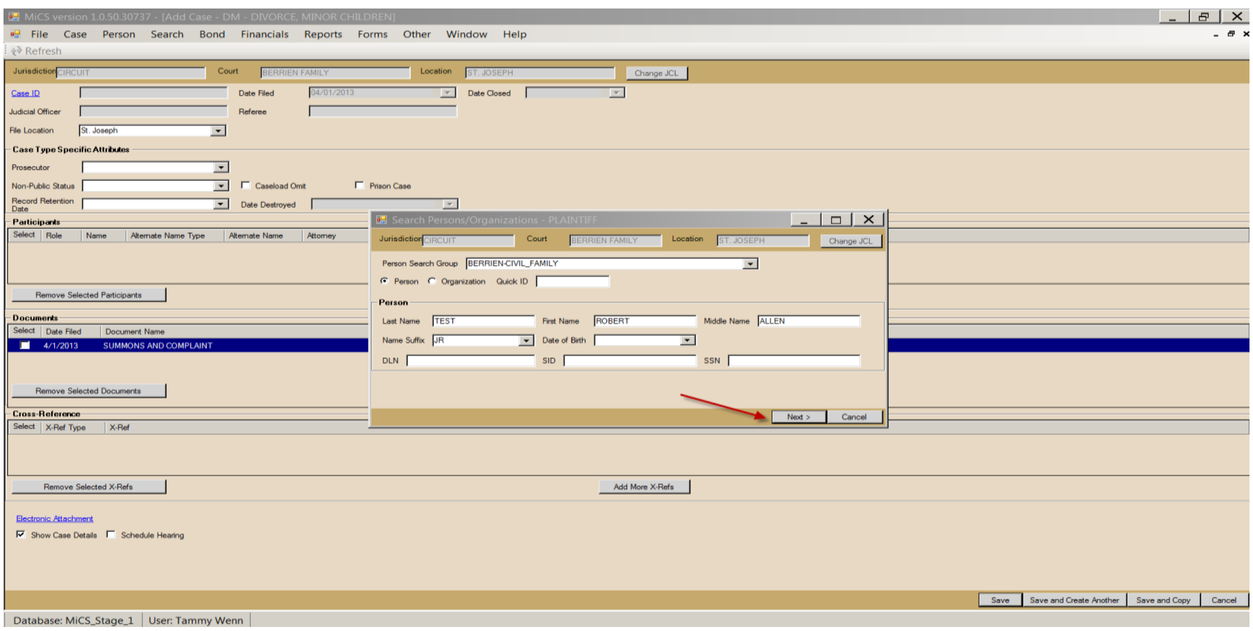


- From the Parameter Screen, your default JCL will appear at the top of the screen, and the Date Filed, Case Type and Case Number fields and document will have to be completed. Upon entering the data, select the “Continue” button.



Add Case – Parameters Screen

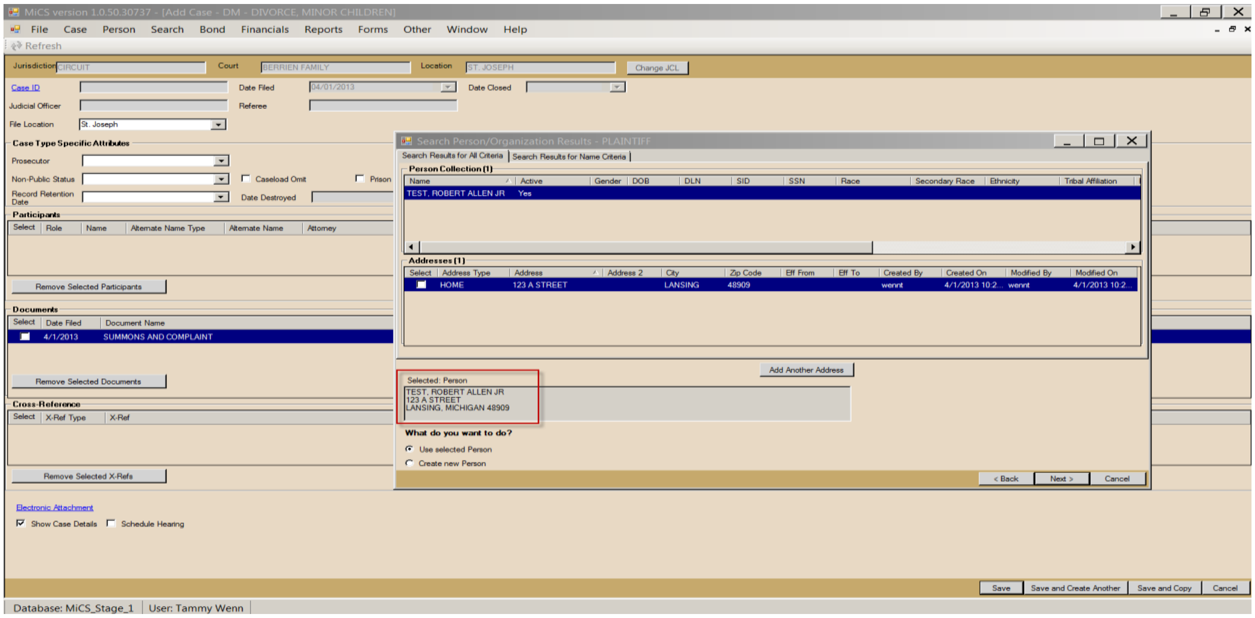
- Upon selection of the "Continue" button, the 'Search Person/Organizations' screen will appear with the Participant Type displaying on the Top Ribbon of the screen. Complete the 'Search Person/Organizations' screen by typing in the participant's information. Once all of the information has been entered, select the "Next" button.



Search Persons/Organization Screen

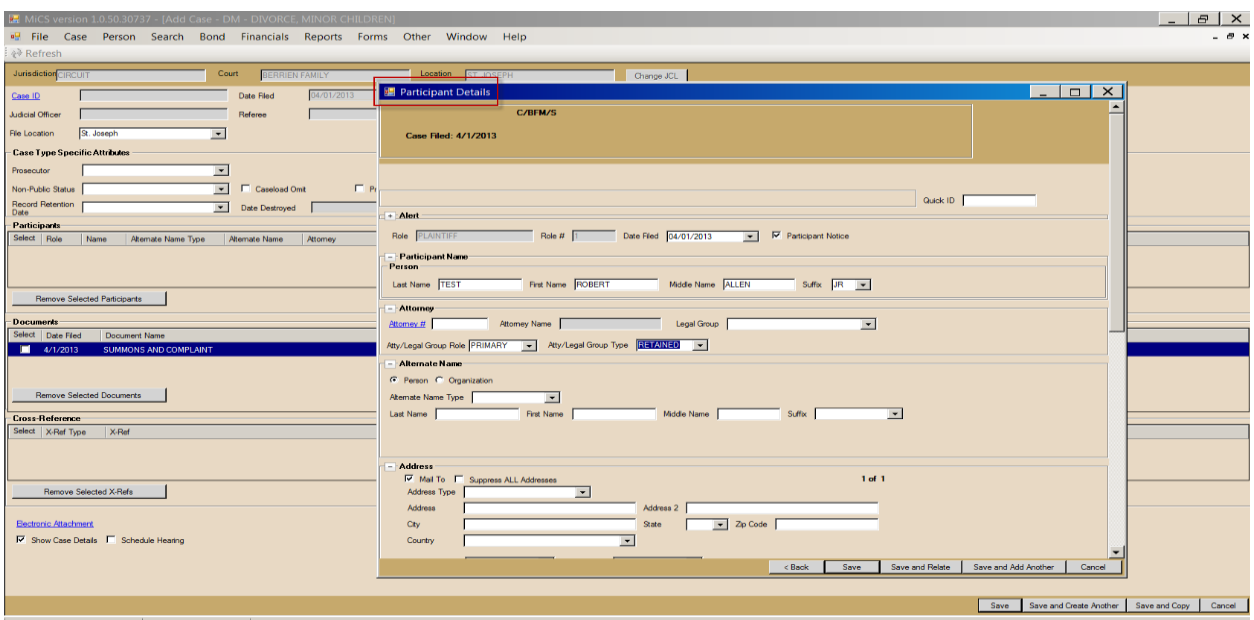
At this point, you are adding your first participant.

- Upon selection of the "Next" button, the 'Search Persons/Organization Results' screen will appear informing you whether or not that "Person or Organization" was found in your system. If a Person was found with the data you entered, his/her name will appear in the 'Person Collection Group Box' and their Address will appear in the Address Group Box. At this point you can either select a Person from this Search Result; or create a new Person. Once these selections have been made, select the "Next" button.



Search Persons/Organization Results Screen

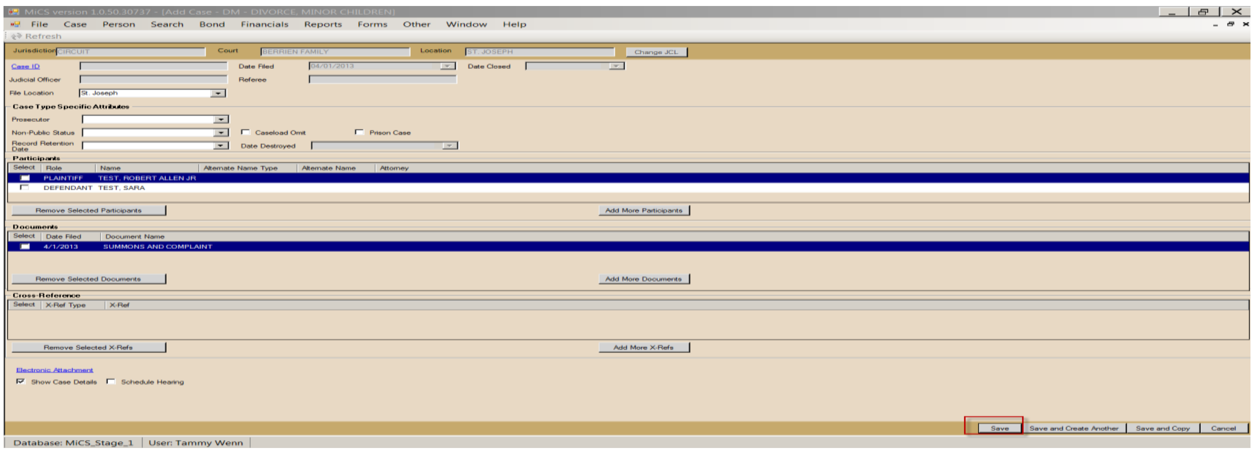
- Upon selection of the "Next" button, the 'Participant Details' screen will appear. All of the Participant's information can be added (all known information should be added to this screen). Upon entering all of the Participant's Details, select the "Save" button.



Participant Details Screen

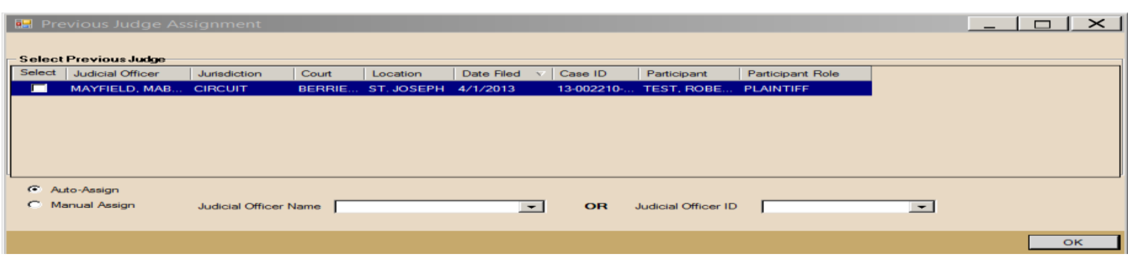
- The ‘Search Persons/Organizations’ screen will display for each required participant (i.e. cases requiring both a Plaintiff and a Defendant will display the Plaintiff screen first, and then the Defendant screen).

- Upon adding and saving all required participants, the ‘Add Case’ screen will appear and you can add any additional data you have at this point (Documents, Cross-References, and/or Schedule a Hearing). Upon entering the data, select the “Save” button.



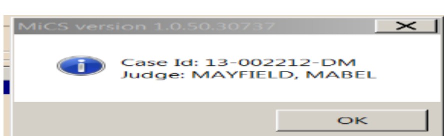
Add Case Screen

(On cases where selection of a person record was made from a person **previously** created and saved in the application, upon saving the case parameter screen, a display screen will appear indicating a previous Judge assignment. At this point you have the option to either have the system auto-assign the judge, or manually select a previous Judge to be assigned to the new case you are creating.)

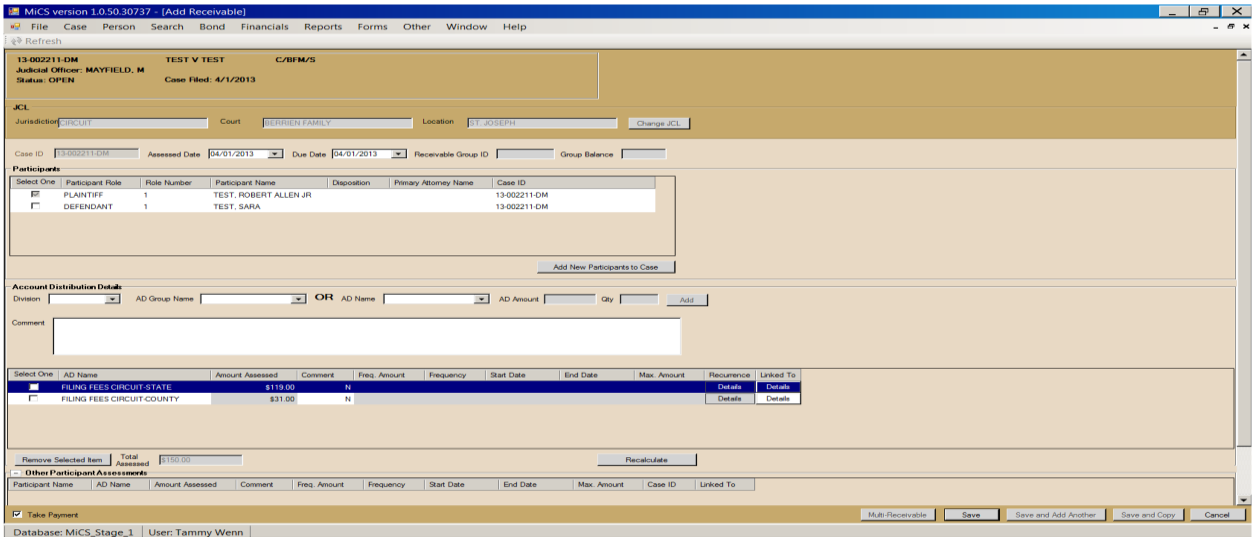


Previous Judge Assignment Screen

- Upon saving this data, you will receive a small display screen showing the Case ID and Judge assigned to the case (this is an informational message and upon review, select the “OK” button).



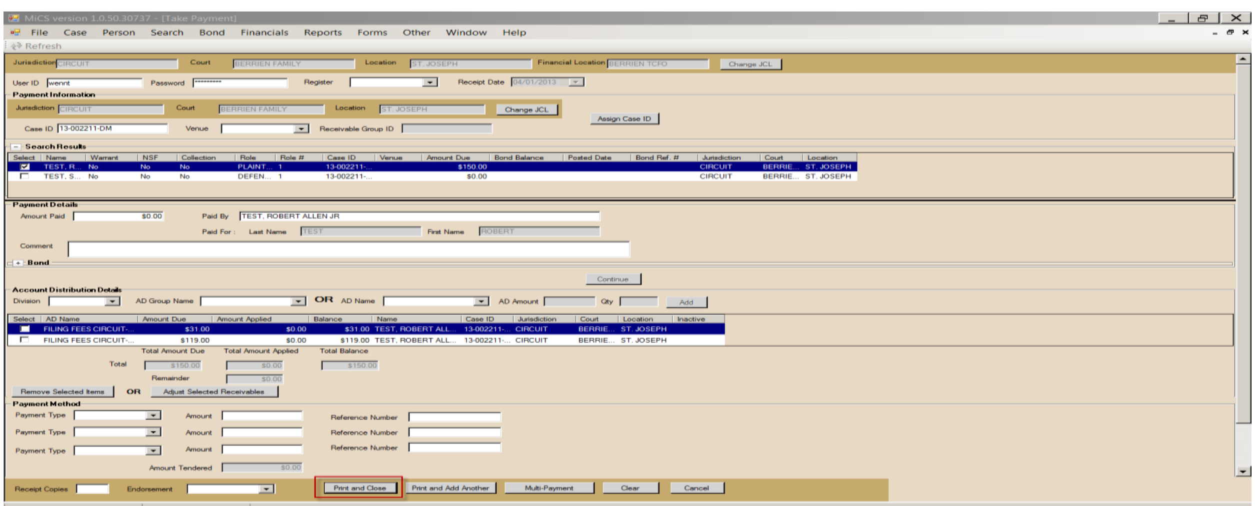
- At this point, you will be automatically directed to the 'Add Receivable' screen. All of the case information just added will be automatically entered onto this screen as well as the initial filing fees related to the case. At this point you can add additional assessments (if needed). You will note that the 'Take Payment' checkbox is automatically checked.



Add Receivables Screen

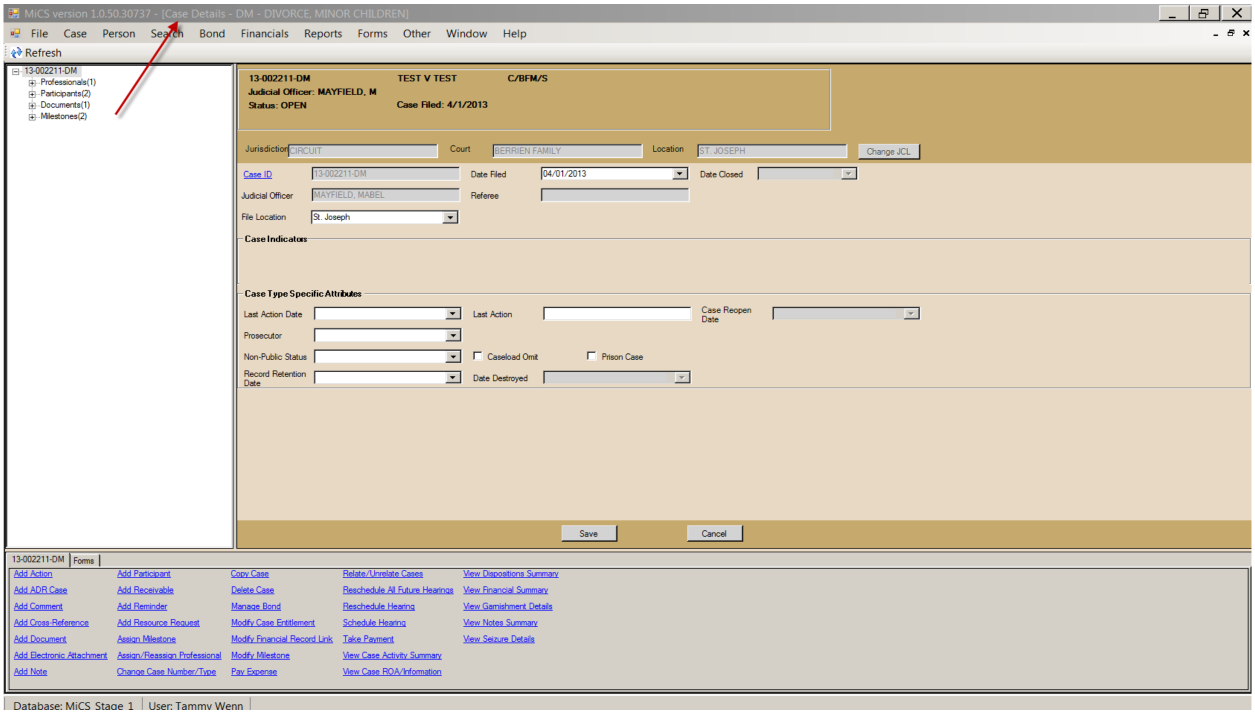
- Once you have confirmed the assessments, select the "Save" button and you will be directed to the 'Take Payment' screen.

- Once the 'Take Payment' screen appears, the payment information can be entered. You will start in the Password field. Upon entering all of the payment information, select the "Print and Close" button.



Take Payment Screen

- Once you have selected the “Print and Close” button, you will be directed back to the ‘Case Details’ screen.



Case Details Screen